



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Workforce Management Office
1305 East West Highway
Silver Spring, Maryland 20910

March 15, 2007

MEMORANDUM FOR: Line and Staff Office Directors

A handwritten signature in black ink, appearing to read "E. Ribas".

FROM: Eduardo J. Ribas
Director, Workforce Management Office

SUBJECT: Recording Telework in WebTA

This is to notify you that effective immediately, in NOAA, employees who have an approved telework agreement in place who telework on either an intermittent or regularly scheduled basis are required to use the following transaction codes (Telework Alternate Site or Telework Home) in the webTA timekeeping system to record time when they are teleworking. While there currently are other transaction codes for Telework in webTA, the two mentioned above are the only ones that are to be used. In the next version of webTA the other Telework transaction codes will be eliminated to avoid confusion on which codes to use. This will assist us in providing some of the data required for our quarterly and annual telework reports.

Questions on recording time in the webTA system should be directed to the staff of the [WFMO Time & Attendance Branch](#).

